

Regulations Regarding Voting on Academic Actions (packets)  
UC Academic Senate Bylaw 55  
UCSF Division Bylaw Appendix IX: Standing Rule for Faculty Voting  
For actions effective 7/2/2014 or later

- Senate (Ladder Rank, In Residence, Clinical X) packets at any percentage of time, and non-Senate (Adjunct, Health Sciences Clinical) packets for HSCP faculty or faculty appointed at 51% time or greater may need a vote.
- For types of packets that require a vote, see <http://academicaffairs.ucsf.edu/academic-personnel/appointment-advancement-reviews/checklists.php>.
- The official vote must be executed within Advance.
- Only faculty whose primary appointment is in the department will be called to vote.
- Full Professors (Senate and non-Senate HSCP) can vote on any packet; Associate Professors (Senate and non-Senate HSCP) can vote on Assistant and Associate level packets, but not Full level.
- Departments may, as part of consultation, ask for the opinion or "vote" of other faculty (e.g., ORU faculty), but this must be reported separately as part of the Chair's letter. This can be done in the box "Additional Comments (optional)."
- Senate Bylaw 55 is silent regarding the question of whether a Department Chair may vote; however, the Chair has an administrative role in the review process beyond that of faculty colleague, and to avoid a potential conflict of interest, the Chair is discouraged from voting. Service Center APAs have been instructed to remove Chairs and others with potential conflicts (e.g., near relatives) from the list of eligible voters.
- Vice and Associate Deans, Deans, the Vice Provost--Academic Affairs, the Executive Vice Chancellor and Provost, and the Chancellor may not vote on departmental actions.

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